TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, October 8, 2026; 6:30 p.m.

AGENDA –

A. **CALL TO ORDER** - 6:31 p.m.

B. **ROLL CALL**
W. Nunnally, present
M.W. Cline, present
F. Westbrook, present
M.C. Bradley, present
S. Van Saun, present
P. Robinson, present
J. Harris, present

C. **APPROVE AGENDA**
Motion made by P. Robinson to approve the agenda.
Seconded by F. Westbrook.
Motion carried unanimously.

D. **APPROVE MINUTES**
- September 10, 2026 Town Council Regular Called Meeting
Motion made by M.C. Bradley to approve the minutes.
Seconded by S. Van Saun.
Motion carried unanimously.

E. **FINANCIAL REPORT**
- Treasurer's Report – Accepted.

F. **PUBLIC HEARING**

Roll Call for Planning Commission
T. Chapman, present.
R. Fuller, present; departed shortly thereafter.
V. Ralls, absent at the time of roll call.
S. Straight, present.
J. Taylor, absent.
D. Clarke, absent.
As one member departed just as V. Ralls arrived, a quorum of the Planning Commission was never established. The public hearing therefore proceeded with the Town Council only, as the Planning Commission lacked the quorum necessary to conduct its portion of the joint public hearing. It was noted that the Planning Commission's public hearing on these items would be rescheduled for its November 3, 2026 meeting.

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Public Hearings Originally Scheduled as Joint Town Council/Planning Commission Hearings (Planning Commission Portion Rescheduled)

- Ordinance 2026-06 Amendment addressing the Town's Zoning Permit Fee.
- Ordinance 2026-07 Amendment to allow apartments in the B-1 zoning district.
- Ordinance 2026-08 Amendment concerning the use regulations and definitions for hotels and related uses.
- Ordinance 2026-09 Amendment concerning use regulations in the B-2 zoning district, including building size.
- Ordinance 2026-10 Amendment concerning use regulations for farm animals.

Public Hearings Conducted by Town Council Only

- Ordinance 2026-11 Related to a Property-Owner-Initiated Rezoning Application: Rezoning Tax Map 34M 1 28 from R2 to B1 (Corner of White Fences and Irvington Rd).
- Ordinance 2026-12 Authorizing the payment of annual year-end bonuses to eligible Town employees.
- Resolution 2026.FourShore - Conditional Use Permit to operate a short-term rental located at 792 King Carter Drive, Irvington, VA.

Comments from the Public:

1. M. Carter-Maguire (Chase's Cove) - Ms. Carter-Maguire spoke in opposition to Ordinance 2026-11, expressing concern that the application lacked sufficient detail, particularly regarding the type of business the applicant intended to establish on the property following rezoning to Business. She also expressed concern that introducing another business-zoned property in that area could negatively affect the residential character of the town and contribute to increased traffic in a part of Town that already experiences a heavy amount of traffic.

2. C. Dyson (Town Clerk) - Mr. Dyson summarized email messages the Town Office had received expressing either concerns or opposition to Ordinance 2026-11 and noted that the messages had been signed by 15 residents in total.

3. J. Pagano (Broadway) - Ms. Pagano expressed concerns regarding Ordinance 2026-11, particularly the potential use of White Fences Drive for commercial traffic. Speaking on behalf of Vineyard Grove homeowners who signed a letter expressing this concern, she clarified that the homeowners did not oppose the rezoning itself. Instead, they requested consideration of a condition that, if the rezoning were approved, commercial traffic be directed to access the property from Irvington Road, consistent with other businesses along that corridor, and not through White

Fences Drive.

4. G. Kuper (Haydon Hall): Mr. Kuper emphasized the importance of applicants providing the Town Council and the public with sufficient information regarding the intended use of a property when a rezoning application is submitted. He also reflected on changes in the Town's zoning over the years, noting a perceived decline in working waterfront properties and an increase in retail properties. He stressed the importance of public awareness and participation in the rezoning process, given the potential for zoning changes to affect property values and the overall character of the town.

G. PUBLIC COMMENT

- Comments from citizens on any topic.
  - O. Lanier (Steamboat Era Museum) – Mr. Lanier thanked the Town for allowing the Museum to use the Commons for the Crab Festival, which attracted more than 375 attendees and raised over $20,000 in support of the Museum's educational mission. He also announced an upcoming historical walking tour of the Town on October 17 at 1:30 p.m., beginning on Steamboat Road. Additionally, he shared that the Museum was planning an exhibition on Irvington's history and encouraged residents to contribute historical photographs and other items for possible inclusion.

  - C. Dyson (Town Clerk) – Mr. Dyson summarized email messages the Town Office had received expressing either concerns or opposition to Resolution 2026-33 referring the request from Renaissance Group to the Planning Commission. He noted that the messages had been signed by 8 residents in total.

  - M. Carter-Maguire (Chase's Cove) – Ms. Carter-Maguire reiterated the concerns expressed in her letter to Council, emphasizing that she believed the Council should seek answers to outstanding questions before taking action. Her questions included whether the Renaissance Group had consulted with the Virginia Department of Environmental Quality; what stormwater management strategies would be used to address increased impervious surfaces resulting from the development; whether environmental impact and traffic studies had been conducted; the maximum number of residential units and commercial buildings that could be permitted under the proposed overlay provisions; the anticipated timeline for the development's multi-year buildout; and whether the projected increase in tax revenue would be sufficient to offset the additional costs of Town maintenance and services.

H. **REPORT FROM THE MAYOR,** *J. Harris*

- Mayor Harris provided an update on the plaque recognizing a tree on the Commons in memory of Bonnie Schaschek and in recognition of her service to the community. She reported that, in consultation with Ms. Schaschek's sister, a pin oak located near the sidewalk had been selected for the designation.

I. **REPORT FROM TOWN ATTORNEY,** *K. Kemp*

- Ms. Kemp offered comments on two of the ordinances for which public hearings had been held that evening. Regarding the ordinance addressing farm animals, she recommended that Council consider whether additional parameters or restrictions were needed. For example, if chicken coops are permitted, Council might consider establishing setback requirements for their distance from property lines. She also noted a potential inconsistency between the ordinance's definition of agricultural use, which includes growing crops and tilling soil, and the Town's separate ordinance addressing grass cutting. She explained that the provisions could be interpreted as conflicting, since one may allow activities such as growing hay while the other may restrict them. For the ordinance related to apartments, she noted that the use of the word "inland" might be confusing.
    - Council indicated that it interpreted "inland" to mean non-waterfront, but accepted the Attorney's recommendation that a minor revision could ensure clarity.
    - Mr. Nunnally suggested considering allowances based on property size, noting that owners of larger parcels (five acres or more, for example) might reasonably be permitted to keep larger farm animals, such as cows. He expressed concern about unnecessarily restricting property owners from keeping horses or cows in a way that could diminish the charming character of the Village of Irvington.

J. **REPORT FROM THE TOWN ADMINISTRATOR,** *J. Nelson*

- No report.

K. **REPORT FROM PLANNING COMMISSION,** *T. Chapman*

- Rezoning Request – Tax Map 34.1.28 (R-2 to B-1): Mr. Chapman reported that the Planning Commission had received several letters and heard comments from residents during the public hearing. He noted that the comments generally did not oppose the proposed rezoning from R-2 to B-1, but expressed a desire for additional information about the anticipated development and how traffic would be addressed.

- Conditional Use Permit – 792 King Carter Drive (Resolution 2026-FourShore): Mr. Chapman reported that no public comments were received during the hearing on the requested Conditional Use Permit for a short-term rental.

- Resolution 2026-25 – Chesapeake Bay Act Resiliency and Mature Tree Requirements: Mr. Chapmen reported that the Commission reviewed the proposed code amendments. The

Town Administrator was awaiting additional input from the Virginia Department of Environmental Quality (DEQ).

- Accessory Dwelling Units (ADUs): The Commission approved the proposed language incorporating state-mandated requirements for ADUs by a vote of 6-1. The proposed changes provide for ADUs of up to 500 square feet with a minimum 10-foot side setback. For accessory structures other than ADUs, the proposed standards allow up to 700 square feet with a 25-foot setback or up to 500 square feet with a 10-foot setback. The Commission will proceed with preparing the recommended language in ordinance form for review by the Town Attorney, and a possible joint public hearing at the December Town Council meeting.

- Manufactured Homes: The Commission approved proposed changes to the Town Code definitions to conform with state requirements that zoning districts permitting site-built homes must also permit manufactured homes. The motion passed with six votes in favor and one abstention. The Commission will proceed with preparing the recommended language in ordinance form for review by the Town Attorney, and a possible joint public hearing at the December Town Council meeting.

- Yard Art: Mr. Chapman explained that the Town Administrator had brought to the Commission's attention that the Town's sign ordinance does not currently address yard art. In light of the ordinance's existing restrictions on sign size, Commissioners Clarke and Taylor were tasked with researching how other localities address the issue and reporting their findings at the November Planning Commission meeting.

L. **COMMITTEE REPORTS**

- Budget & Finance Report, *M.C. Bradley*
  - No formal report, but Ms. Bradley noted that at the next meeting the committee would begin work on the FY 2027-28 Town Budget and invited residents to attend and share thoughts.
  - Mr. Nunnally, addressing the committee, reiterated his objection to the Real Estate Tax.
- Codes & Charter Report, *W. Nunnally*
  - No report.
- Facilities Report, *S. Van Saun*
  - No report.
- Public Safety and Events Report, *M.W. Cline*
  - Ms. Cline reported that the Committee met on September 21. The Town continued to work with VDOT to obtain approval for the proposed locations of two speed feedback signs on King Carter Drive. The outstanding question was whether the

existing traffic study would be sufficient for VDOT's approval or whether an additional study would be required.

- Lancaster County approved the Town's use of the County's mobile speed feedback sign on Irvington Road.

- The Committee continued working on a streetlight policy in response to residents' concerns.

- The Committee also explored options for improving golf cart connectivity within the Town through alternative routes.

- Regarding the upcoming holiday season, the Committee notified Illuminate Irvington that its selected event date conflicted with the December Town Council meeting. The Committee also discussed plans for installing the new holiday decorations.

    1. The Council continued discussing the date of Illuminate Irvington. Ms. Van Saun helped explain that her understanding was that the lighting celebration was scheduled to take place before the Town Council meeting so that, hopefully, attendees would have the opportunity to participate in both events. She noted that moving the celebration to the prior week would present scheduling challenges due to Thanksgiving weekend commitments and the Illuminate Irvington Committee's plans for installing the tree on the Commons the week after Thanksgiving. Additionally, the event signage is preprinted and reused each year and identifies the celebration as taking place on a Thursday. These factors made changing the scheduled date very challenging.

- Town Operations Report, *F. Westbrook*
    - Ms. Westbrook noted that she was waiting to hear from Chris Henley, the town's IT Consultant, on work he was requested to do related to retiring/archiving the old town website and a quote for work that his company might potentially do for the town related to the digitization of town files.

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M. **OLD BUSINESS**

- Renewal of annual Entertainment Systems contract for installation and removal of holiday streetlight décor and American flags.
  Motion made by P. Robinson to renew the contract, as supplied in the packet. Seconded by M.C. Bradley.

    - Ms. Bradley noted that the contract covered only the installation and removal of the flags and holiday decorations. She understood that the hardware modifications needed to make the existing telephone pole fixtures compatible with the new holiday lanterns were covered under a separate estimate, and asked whether that estimate had been received.

    - Mr. Dyson confirmed that the separate labor estimate had been provided in correspondence to the Budget and Finance Committee and received by the Town in March 2026. He explained that the estimate was based on a detailed analysis prepared by Entertainment Systems, which he had summarized for the Committee, and that the cost had been incorporated into the operational budget. He further noted that, although approximately six months had passed, Entertainment Systems had indicated that the estimate would still be honored and that the work was already scheduled for the following week.

    - Ms. Bradley requested that the Town just reconfirm the estimate before the work began, and Mr. Dyson agreed to do so.

  Motion carried unanimously.

N. **NEW BUSINESS**

- Recommendations by Town Council Members
  Ms. Bradley recommended that the Town Council verbally offer use of the Town Commons to the Steamboat Era Museum on September 18, 2027. Verbally the Council agreed and there were no objections to the proposal.

- Consideration of a Volunteer of the Year
    - Following discussion, Council agreed that such recognition had historically been reserved for individuals who went above and beyond in service to the Town, rather than being a recurring annual distinction. Council noted that the Town did not have an extensive formal volunteer program that would warrant establishing an annual recognition.

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- Resolution 2026-32 Authorizing the Reinvestment of Proceeds from a Maturing Certificate of Deposit at Atlantic Union Bank
  Motion made by M.C. Bradley to adopt Resolution 2026-32.
  Seconded by S. Van Saun.
  Roll Call Vote:
  M.C. Bradley, yes
  M.W. Cline, yes
  W. Nunnally, yes
  P. Robinson, yes
  S. Van Saun, yes
  F. Westbrook, yes
  Motion carried unanimously.

- Resolution 2026-33 Referring the request from Renaissance Group to the Planning Commission
  - Before determining whether to proceed with formal action on Resolution 2026-33, Council discussed its understanding of what the proposed referral and associated zoning language could mean for the Town. Several Council members shared their interpretations and raised questions regarding the potential implications of moving forward.

    - Ms. Cline shared her understanding that the proposed zoning language submitted by the developer was separate from the developer's conceptual presentation to the Town. She noted that the presentation reflected what the developer hoped to create, whereas the proposed zoning language would establish what could legally be permitted on the property. She expressed concern that the language did not sufficiently clarify the potential scale or density of development, or its long-term impacts on the community. She also noted that the proposed provisions represented a significant departure from the existing zoning for the area and did not address several important considerations, including how wastewater would be managed and what financial or operational responsibilities might ultimately fall to the Town.
    - Ms. Cline further expressed concern that the proposed zoning changes might not be consistent with the Town's Comprehensive Plan, particularly its vision for preserving the character of the Town and the quality of life valued by its residents. She concluded that additional information and clarification were needed before Council proceeded with referring the proposed language to the Planning Commission.

    - Ms. Van Saun noted that the property under consideration would likely be developed at some point, and that the proposal raised broader questions

about what could be permitted under the existing zoning. She viewed the matter as an opportunity for the Town to take a strategic and intentional approach to future development, particularly as it relates to the remaining large tracts of land in Irvington. She suggested that Town staff work with the Town Attorney to identify appropriate protections for the Town and consider a process that would allow both residents and developers to provide input. She expressed her preference that, once appropriate protections were established, the developer be invited to revise its proposal to meet those requirements. She also shared her preference for a process requiring the developer to submit a comprehensive development plan, with individual businesses subject to a Conditional Use Permit process.

- Mr. Robinson expressed agreement with the interpretations and concerns previously shared by his colleagues. Based on his understanding, the property could currently accommodate approximately 50 homes under the existing zoning, whereas the proposed zoning changes could potentially allow for approximately 225 homes, not including accessory dwelling units (ADUs). He questioned what benefits the proposed development would provide to Irvington's existing residents. He also expressed concern that the proposal, particularly with regard to lot sizes, represented a significant departure from development standards that had been carefully established by the Town in the past.

- Ms. Bradley shared her perspective that her responsibility to the Town was to consider both its present needs and its future vitality. She noted that the proposal presented an opportunity to consider how the Town could balance preserving its existing character with accommodating growth and anticipated future needs. Recognizing that development would bring change, she expressed a desire to ensure that any such changes would provide benefits to the community beyond increased tax revenue. She suggested that Council, the Planning Commission, and residents could benefit from a better understanding of the Town's authority in the zoning process and what requirements or conditions could legally be imposed to ensure that development serves the community's interests. As an example, she asked whether amenities associated with the development could be made available to Town residents. Overall, she expressed the view that further discussion and education were needed before moving the resolution forward.

- Ms. Westbrook expressed her sense of responsibility to consider the Town's long-term future and echoed the view that additional information was needed before Council proceeded.

- Mr. Nunnally questioned how the Town would respond to the petitioner/developer if Council chose not to proceed with consideration of the requested zoning amendment. He raised the possibility of exploring whether the Town could instead purchase the property for conservation purposes and establish a park.

- As the discussion continued, Council members reiterated that additional information and discussion were needed before they were prepared to consider referring the proposed zoning amendment to the Planning Commission.

- **No motion was made to adopt Resolution 2026-33.**

- As a related point, several Council members reiterated the need for additional guidance on how the Town may work with future developers to establish binding agreements that provide benefits to the community. The discussion was broader in scope and not limited to any particular property. It was suggested that a future Town Hall meeting could provide an opportunity for the Town Attorney to explain the Town's authority and available options in this area.

- Resolution 2026-34 Referral to the Planning Commission to Consider Potential Zoning Amendments Related to the Commonwealth's Regulation of Retail Marijuana under HB 30 (2026 Special Session)

  Motion made by P. Robinson to adopt Resolution 2026-34.
  Seconded by S. Van Saun.
  Ms. Bradley moved to amend the motion to request that the Planning Commission prioritize its review of the proposed amendment, in light of the Commonwealth's anticipated early 2027 licensing timeline, so that the Town Council could vote on the proposed ordinance amendment at its January 2027 meeting.
  Roll Call Vote:
  M.C. Bradley, yes
  M.W. Cline, yes
  W. Nunnally, yes
  P. Robinson, yes
  S. Van Saun, yes
  F. Westbrook, yes
  Motion carried unanimously.

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O. **ANNOUNCEMENTS**

- The Town Office will be closed on October 12 in observance of Columbus Day, November 3 in observance of Election Day, and November 11 in observance of Veterans Day.
- Next Town Council Regular Called Meeting will be November 12, 2026; 6:30 p.m. in Irvington Baptist Church.

P. **ADJOURN – 7:57 p.m.**

Motion made by W. Nunnally to adjourn.
Seconded by M.C. Bradley.
Motion carried unanimously.

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